



2 November 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Change 2 to Handbook
TRAVEL PROCESSING GUIDE

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1. The subject proposed Change 2 [REDACTED] is hereby submitted for authentication. The subject Change is proposed in order to incorporate into Agency Regulations policies adopted by the State Department in regard to ship accommodations and weight and time limitations involved in the shipment of household goods and personal effects.

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2. Paragraphs [REDACTED] effected by the proposed change are as follows:

- a. Section I, paragraph 5 has been revised to include the required information for the traveler in connection with ocean travel. This paragraph establishes new criteria concerning the use of first-class and cabin-class accommodations for ocean travel. Subparagraph 5b(2) provides for and specifies the ships on which cabin-class accommodation shall be used. Paragraph 5c also charges the individual traveler with the ultimate responsibility of correct performance of travel.
- b. Section III paragraph 21b has been revised to include the new weight and volume limitations authorized for the transportation of personal effects and household goods on a permanent change of station to other than emergency areas. The effective date to be inserted in this paragraph will be the date of publication.
- c. Section III paragraph 21f was revised at the request of the Personnel Office to reflect the current address to be used by dependents in contacting the Agency regarding shipping arrangements of household goods and personal effects.
- d. Section III 21g establishes the new time limitation on the shipment of household goods and personal effects.

Document No.	14
Is Change in Class.	<input type="checkbox"/>
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Class. Changed To:	TS S (P)
Auth:	HR 102
Date:	
By:	<i>[Signature]</i>

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[REDACTED]

4. The publication of subject Change was requested by the Chief of Logistics and concurrences have been obtained from the following offices:

Deputy Director (Administration)	Inspector General
Comptroller	Personnel Director
General Counsel	Auditor-in-Chief
Deputy Director (Intelligence)	Security Office
Assistant Director for Communications	Chief of Administration, DD/P
Director of Training	

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5. You are advised that the changes mentioned in paragraph 1 above have been incorporated [REDACTED] and Change 2 [REDACTED] and have been submitted to DD/P for authentication.

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[REDACTED] 25X1A9a

Special Assistant to the
Deputy Director (Administration)

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Attachment
Proposed [REDACTED] Change 2

SA/DD/A - IH/nda